



MEMORANDUM

TO: Superintendents and Principals

FROM: Cathy Danyluk, Chief State Attendance Officer

DATE: April 7, 2011

RE: Certificate of Incapacity

In response to several questions concerning the use of the Certificate of Incapacity Form, the Indiana Department of Education has developed additional clarification. Under I.C. 20-33-2-18 the Certificate of Incapacity provides the school with information that a student will be absent from school for a minimum of 20 consecutive or cumulative days. If the Certificate of Incapacity verifies this information, the school is required under 511 IAC 7-42-12 to provide homebound instruction to the student on the days that the student is out due to the injury, temporary, or chronic illness.

Instruction is defined as instruction from a licensed teacher, not simply providing homework, etc. If the student is receiving approved homebound instruction, the student would be counted as present. If the school has a Certificate of Incapacity for the student, it does not mean that the student can be counted as present unless homebound services are actually provided. If a student has a note from a doctor excusing the absence, the student is still counted as absent and not counted in attendance.

If the Certificate of Incapacity shows that the student will be absent for less than 20 days, the school is not required to provide homebound instruction. If the school does not provide homebound instruction, the absence is excused and the student will be allowed to make up schoolwork/credits. However, if the school chooses to provide homebound instruction with a licensed teacher during those absences, the student may be counted as present.

The Certificate of Incapacity Form can be downloaded on this link:
www.doe.in.gov/sservices/docs/Certificate_of_incapacity.pdf

Please contact Cathy Danyluk, cdanyluk@doe.in.gov or 317/232-9150 if you need additional information.